



# Setting up Gradebook for Teachers

February, 2011

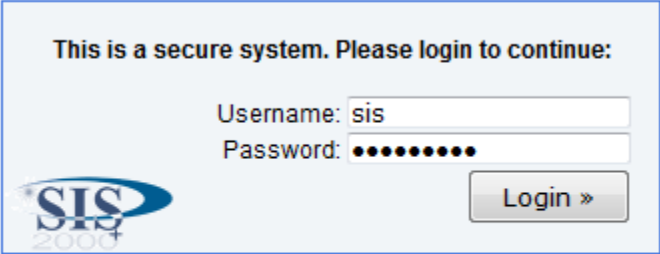
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## Setting Permissions for Teachers

This tutorial will show how to enable teachers to use the gradebook by setting up permissions in Control Master, as well as how to set up templates within Gradebook.


First, log on to SIS on the web.



This is a secure system. Please login to continue:

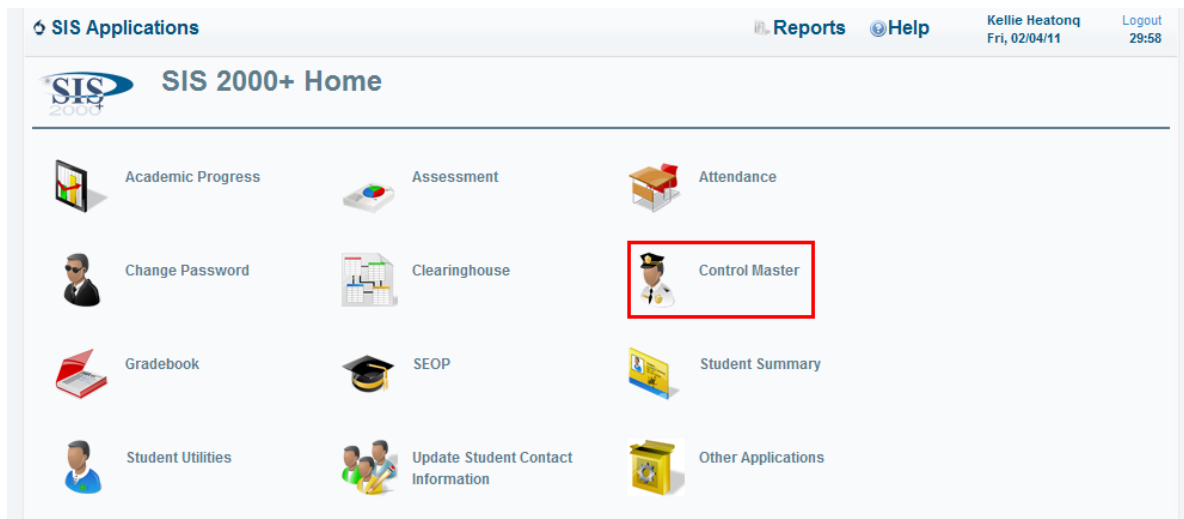
Username:

Password:
















Contacts with web access may [request a username](#).  
[Forgot your password?](#)

Select **Control Master**.

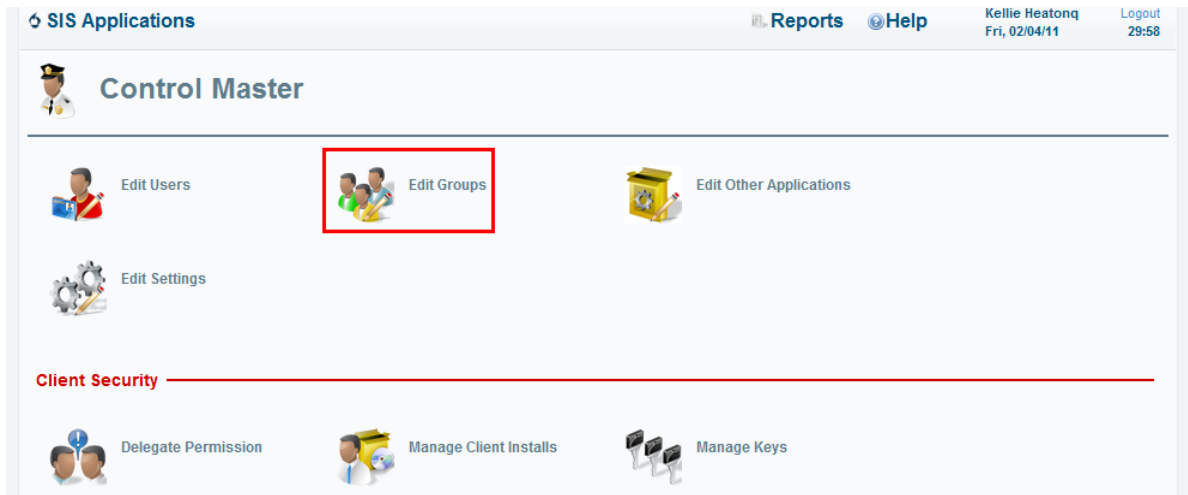


SIS Applications Reports Help Kellie Heatong  
Fri, 02/04/11 Logout  
29:58

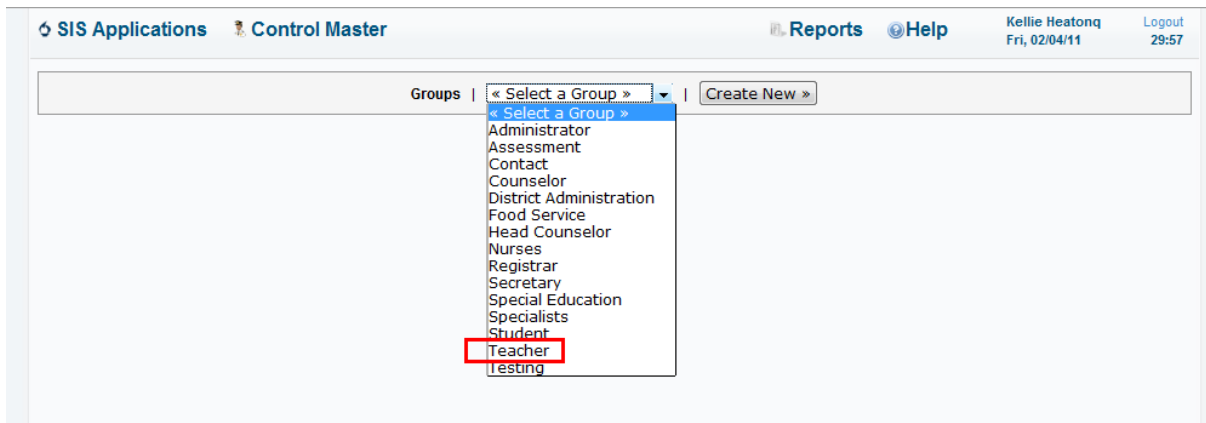
 **SIS 2000+ Home**

 Academic Progress	 Assessment	 Attendance
 Change Password	 Clearinghouse	 <b>Control Master</b>
 Gradebook	 SEOP	 Student Summary
 Student Utilities	 Update Student Contact Information	 Other Applications

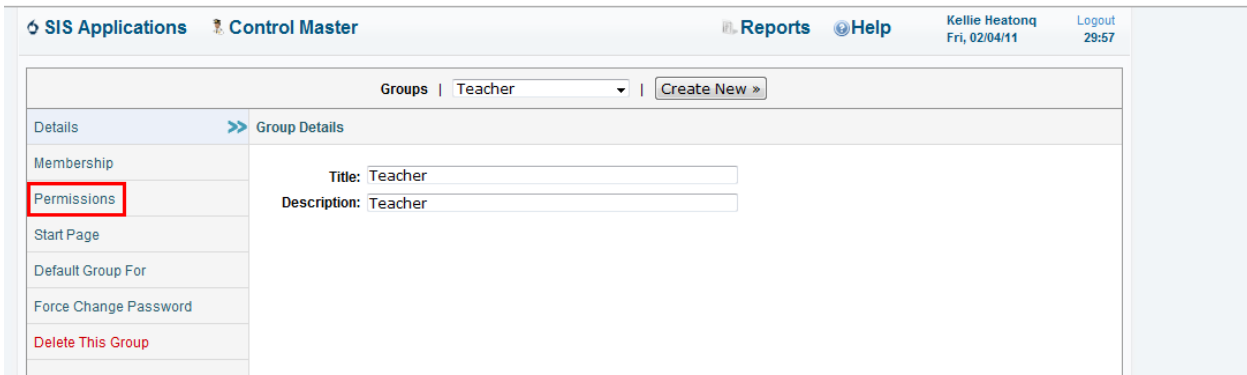
Select **Edit Groups**.



Select the **Teacher** group.



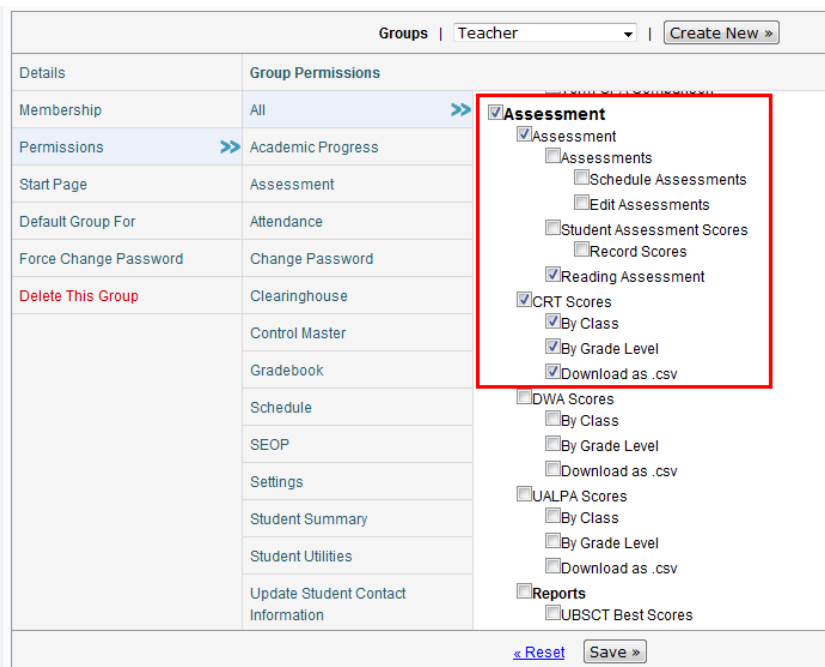
Click on **Permissions**. There are a number of permissions teachers should have.



The screenshot shows the 'SIS Applications Control Master' interface. At the top, there are links for 'Reports' and 'Help', and user information for 'Kellie Heatonq' on 'Fri, 02/04/11'. The main area is titled 'Groups | Teacher' with a 'Create New' button. On the left, a sidebar lists options: 'Details', 'Membership', 'Permissions' (highlighted with a red box), 'Start Page', 'Default Group For', 'Force Change Password', and 'Delete This Group'. The main content area shows 'Group Details' with 'Title: Teacher' and 'Description: Teacher'.

## CRT Scores Permission

If you would like teachers to be able to view CRT scores in their gradebook, then under **Assessment** click on the main Assessment permission. You'll then need to de-select the items you don't want the teachers to have. For specific questions on what each Assessment permission does, contact your support specialist. Shown below is an example of what permissions in Assessments you would typically give the teacher group.



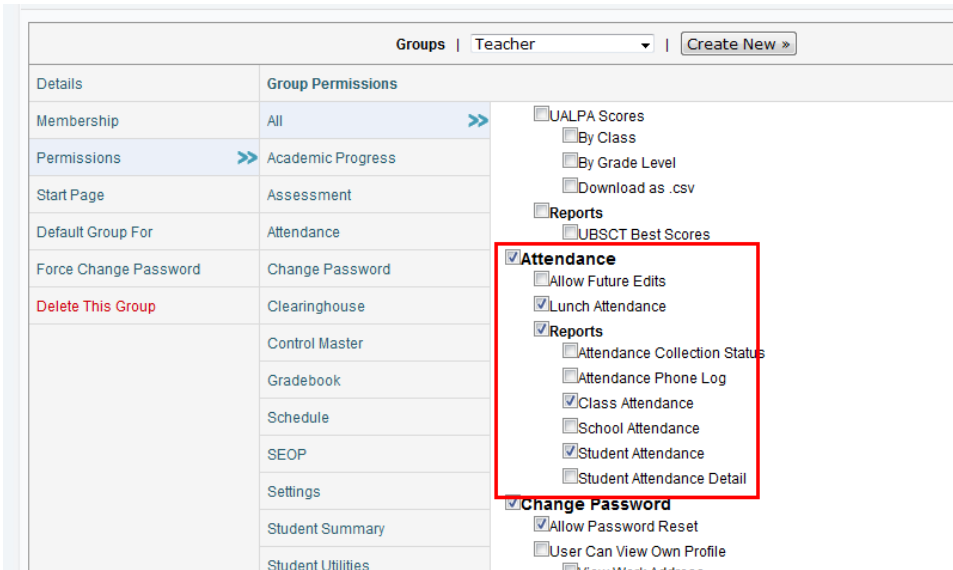
The screenshot shows the 'Group Permissions' interface for the 'Teacher' group. The 'Permissions' tab is selected, showing a list of permissions on the left and a detailed view on the right. The 'Assessment' permission is checked and highlighted with a red box. The detailed view for 'Assessment' includes the following sub-permissions:

- ☒ Assessment
  - ☐ Assessments
    - ☐ Schedule Assessments
    - ☐ Edit Assessments
  - ☐ Student Assessment Scores
    - ☐ Record Scores
  - ☒ Reading Assessment
- ☒ CRT Scores
  - ☒ By Class
  - ☒ By Grade Level
  - ☒ Download as .csv
- ☐ DWA Scores
  - ☐ By Class
  - ☐ By Grade Level
  - ☐ Download as .csv
- ☐ UALPA Scores
  - ☐ By Class
  - ☐ By Grade Level
  - ☐ Download as .csv
- ☐ Reports
  - ☐ UBSC Best Scores

At the bottom of the interface, there are 'Reset' and 'Save' buttons.

## Attendance Permission

To give teachers the ability to take attendance in gradebook, select the main **Attendance** permission. Select the attendance reports you would like teachers to have the ability to use.

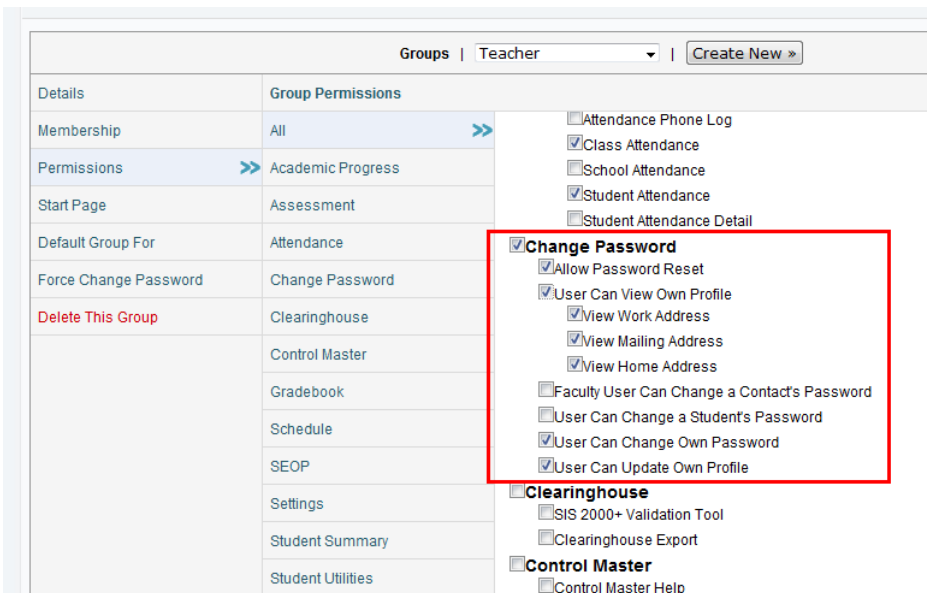


Groups   Teacher		Create New »
Details	Group Permissions	
Membership	All	>>
Permissions	Academic Progress	>>
Start Page	Assessment	
Default Group For	Attendance	
Force Change Password	Change Password	
Delete This Group	Clearinghouse	
	Control Master	
	Gradebook	
	Schedule	
	SEOP	
	Settings	
	Student Summary	
	Student Utilities	

- ☐ UALPA Scores
  - ☐ By Class
  - ☐ By Grade Level
  - ☐ Download as .csv
- ☐ Reports
  - ☐ UBSCT Best Scores
  - ☒ **Attendance**
    - ☐ Allow Future Edits
    - ☒ Lunch Attendance
  - ☒ Reports
    - ☐ Attendance Collection Status
    - ☐ Attendance Phone Log
    - ☒ Class Attendance
    - ☐ School Attendance
    - ☒ Student Attendance
    - ☐ Student Attendance Detail
- ☒ **Change Password**
  - ☒ Allow Password Reset
  - ☐ User Can View Own Profile

## Change Password Permission

If you would like teachers to be able to change their own passwords, place a checkmark on the **Change Password** permission. If you would like members of the teachers group to be able to view and update their own user profile, give those permissions as well.



Groups   Teacher		Create New »
Details	Group Permissions	
Membership	All	>>
Permissions	Academic Progress	>>
Start Page	Assessment	
Default Group For	Attendance	
Force Change Password	Change Password	
Delete This Group	Clearinghouse	
	Control Master	
	Gradebook	
	Schedule	
	SEOP	
	Settings	
	Student Summary	
	Student Utilities	

- ☐ Attendance Phone Log
- ☒ Class Attendance
- ☐ School Attendance
- ☒ Student Attendance
- ☐ Student Attendance Detail
- ☒ **Change Password**
  - ☒ Allow Password Reset
  - ☒ User Can View Own Profile
    - ☒ View Work Address
    - ☒ View Mailing Address
    - ☒ View Home Address
  - ☐ Faculty User Can Change a Contact's Password
  - ☐ User Can Change a Student's Password
  - ☒ User Can Change Own Password
  - ☒ User Can Update Own Profile
- ☐ **Clearinghouse**
  - ☐ SIS 2000+ Validation Tool
  - ☐ Clearinghouse Export
- ☐ **Control Master**
  - ☐ Control Master Help

## Gradebook Permission

Teachers will need access to most of the permissions in **Gradebook**. The administrator may or may not want to give teachers the ability to override academic and citizenship marks.

The screenshot shows the 'Groups | Teacher' interface with a 'Create New »' button. The 'Details' tab is active, showing 'Group Permissions' for the 'All' group. The 'Permissions' section is expanded, showing a list of permissions. A red box highlights the 'Gradebook' section, which includes the following permissions:

- ☒ **Gradebook**
  - ☒ **Class**
    - ☒ Show / Hide Inactive
    - ☒ Define Class in Gradebook
  - ☒ **Academic**
    - ☒ Score Entry
      - ☒ Can Override Citizenship Marks
      - ☐ Can Override Academic Marks
    - ☒ Display Subject Percent
  - ☒ Student Scores
  - ☒ Define Tasks
  - ☒ Copy Tasks
  - ☒ Change Subject Assignment
  - ☒ Define Subject Template
- ☒ **Gradebook Help**
- ☒ **Citizenship**
  - ☒ Citizenship by Item
  - ☒ Citizenship Log
  - ☒ Define Citizenship Items
  - ☒ Define Citizenship
- ☒ **Reports**
  - ☐ CHIP Contact

At the bottom of the form, there are '« Reset' and 'Save »' buttons.

Also under Gradebook are **Gradebook Reports**. Assign permissions for the reports you would like teachers to be able to run.

Groups   Teacher   Create New »	
Details	Group Permissions
Membership	All
Permissions >>	Academic Progress
Start Page	Assessment
Default Group For	Attendance
Force Change Password	Change Password
Delete This Group	Clearinghouse
	Control Master
	Gradebook >>
	Schedule
	SEOP
	Settings
	Student Summary
	Student Utilities
	Update Student Contact Information

☒ **Reports**

- ☐ CHIP Contact
- ☒ Class Birthday List
- ☒ Class List
- ☒ Class Missing Scores
- ☒ Class Roster
- ☒ Class Summary
- ☒ Class Task Summary
- ☒ Class Worksheet
- ☒ CTE Online Test Extract
- ☒ Elementary Student Progress
- ☐ Gradebook Usage
- ☒ Secondary Student Progress
- ☒ Student Citizenship Log
- ☒ Student Missing Scores
- ☒ Student Profile
  - ☐ Legal Binding
  - ☐ Behavior Alerts
  - ☐ Health Alerts
- ☒ Teacher Citizenship Summary
- ☒ Teacher Subject Summary
- ☐ Vision Screening

[« Reset](#)
[Save »](#)

## Other Permissions

Under **Settings**, **Student Summary** and **Student Utilities** are several permissions you may want to assign to teachers.

Groups   Teacher   Create New »	
Details	Group Permissions
Membership	All >>
Permissions >>	Academic Progress
Start Page	Assessment
Default Group For	Attendance
Force Change Password	Change Password
Delete This Group	Clearinghouse
	Control Master
	Gradebook
	Schedule
	SEOP
	Settings
	Student Summary
	Student Utilities
	Update Student Contact Information

☒ **Settings**

- ☒ View students the user instructs.
- ☐ View own student record
- ☐ View students for whom the user is a contact
- ☒ View students the user advises
- ☐ View all students in user's track(s)
- ☐ Contacts Can Self-Register User Accounts

☒ **Student Summary**

- ☐ Email Teachers
- ☐ Show Faculty Uri
- ☐ Show Assessment Scores
- ☐ Show Lunch Bal for all students in track
- ☒ Show Lunch Bal for Teacher's students
- ☐ Show Lunch Bal for Contact's students
- ☐ Show Lunch Bal for Advisor's students
- ☐ Show Student's own lunch balance

☒ **Student Utilities**

- ☐ Student Photo List
- ☐ Student Profile
- ☒ Email Class
- ☐ Email Grade Level
- ☐ Delete Student

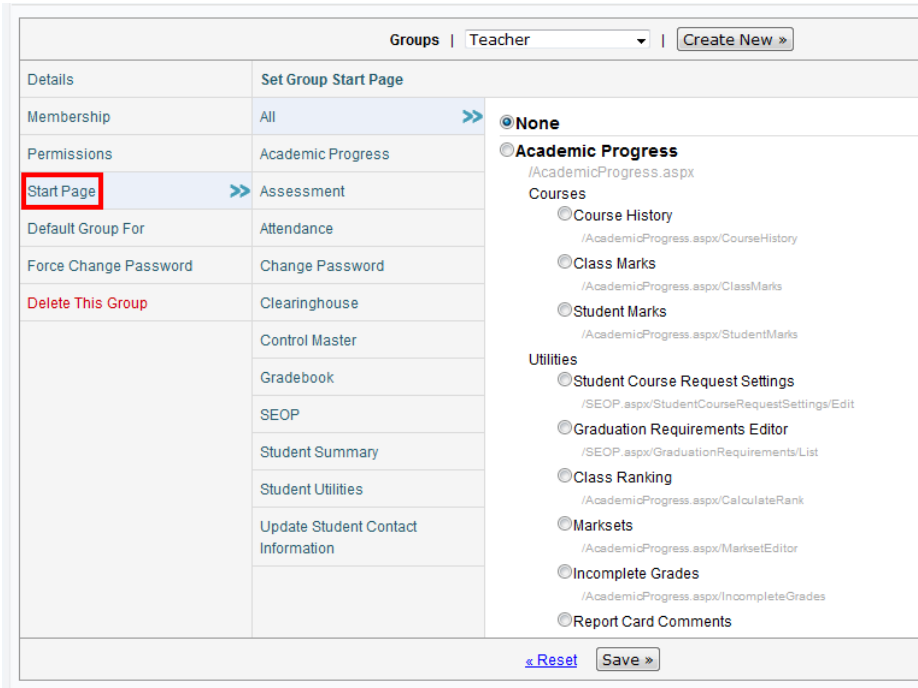
[« Reset](#)
[Save »](#)

When you've completed setting permissions, press **Save**.



## Setting the Start Page

Next, you'll want to assign the **Start Page** for the teachers group.



The screenshot shows the 'Groups' management interface for the 'Teacher' group. The 'Start Page' is highlighted in red in the left sidebar. The main content area shows the 'Academic Progress' option selected under the 'Courses' section. The 'None' option is also visible at the top of the list.

Groups   Teacher   Create New »	
Details	Set Group Start Page
Membership	All >>
Permissions	Academic Progress
<b>Start Page</b>	>> Assessment
Default Group For	Attendance
Force Change Password	Change Password
Delete This Group	Clearinghouse
	Control Master
	Gradebook
	SEOP
	Student Summary
	Student Utilities
	Update Student Contact Information

**Academic Progress**  
/AcademicProgress.aspx

**Courses**

- ☒ **None**
- ☐ **Academic Progress**  
/AcademicProgress.aspx
- ☐ **Course History**  
/AcademicProgress.aspx/CourseHistory
- ☐ **Class Marks**  
/AcademicProgress.aspx/ClassMarks
- ☐ **Student Marks**  
/AcademicProgress.aspx/StudentMarks

**Utilities**

- ☐ **Student Course Request Settings**  
/SEOP.aspx/StudentCourseRequestSettings/Edit
- ☐ **Graduation Requirements Editor**  
/SEOP.aspx/GraduationRequirements/List
- ☐ **Class Ranking**  
/AcademicProgress.aspx/CalculateRank
- ☐ **Marksets**  
/AcademicProgress.aspx/MarksetEditor
- ☐ **Incomplete Grades**  
/AcademicProgress.aspx/IncompleteGrades
- ☐ **Report Card Comments**

[Reset](#) [Save »](#)

The default setting is None. Most LEA's set the teacher start page to either **Attendance** or **Gradebook**. Select the start page and press **Save**.

## Setting the Default Group

Next, go to **Default Group For**. This setting will create a default group assignment when users are created in FoxPro. In this case, we choose Faculty as the default group for teachers. Anytime a new faculty member is created in FoxPro, that user will be part of the teacher group and will be assigned the teacher permissions. If you don't set a *Default Group For*, each time a new faculty member is created in FoxPro, you will need to come into SIS on the web and manually assign that user to the teacher group. Make sure to press **Save** when you are done.

Groups | Teacher | Create New »

Details | Default Group for New Users Created in FoxPro

Membership

Permissions

Start Page

Default Group For >> **Faculty** (Currently: Teacher)

Force Change Password

Delete This Group

« Reset Save »

To see who has been assigned to the teacher group, press **Membership**.

Groups | Teacher | Create New »

Details | Group Membership | Contains All Users

**Membership** >> User Filter: Filter Show All Users

Not In Group In Group

There are two ways to see the users.

1. Press **Show All Users** to get a list of all users in the group.
2. In the **User Filter** field, enter the name or username of a user to see if he/she is "In Group" or "Not In Group".

Groups | Teacher | Create New »

Details | Group Membership | Contains All Users ▾

Membership >> User Filter: Filter Show All Users

Not In Group	In Group
10002 (Cari Robanske)	1330003216 (Testy Testour)
10003 (Lanaya Fairhurst)	F1003 (Denae Candelas)
10004 (Darianna Lauritsen)	F1005 (Buder Troyner)
10007 (Lesdrick Reichart)	F1007 (Felisa Guadalupe)
10008 (Liberdy Lino)	F1009 (Te-Ana Delgado)
10009 (Raymayne Arndt)	F101 (Nonnie Remington)
10010 (Cesar Raff)	F1017 (Janeill Cremeens)
10011 (Darnea Elsenrath)	F1019 (Tashae Dent)
10012 (Bobbi Beardshall)	F1026 (Rhianna Jukes)
10013 (Kamber Gahn)	F1027 (Maicy Gramillo)
10014 (Youngmee Rufine)	F1028 (Celestial Melgoza)
10015 (Elyce Osborn)	F103 (Macey Moormann)
10016 (Jacie Owell)	F1030 (Meerlay Pecht)
10017 (Lizbet Parsons)	F1032 (Ivy Jane Ahlstram)
10018 (Ricks Schear)	F1033 (Mikaila Belnap)
10019 (Cardon Lindauer)	F1036 (Arrianne Drawn)
10020 (Wendi Tobin)	F1037 (Marika Marticorena)
10022 (Makail Vergara)	F104 (Elric Allred)
10023 (Kent Hazel)	F1042 (Kashlee Schmanski)
10024 (Maryellen Carabin)	F1044 (Terynn Michelson)
10025 (Riann Terranova)	F1068 (Jennsen Maas)
10026 (Danae Reiss)	F1069 (Geovanni Miltner)
10027 (Kiana McCune)	F1070 (Candse Mauer)
10028 (Meshel Cracraft)	F1072 (Cardon Valerio)
10029 (Jamesina Caka)	F108 (Bradee Poorman)
10031 (Carmen Holz)	F1088 (Sofia Dimara)

« Reset Save »

Notice that almost all of the users listed in “In Group” have the letter “F” in front their ID. That indicates that they are faculty. The list of “Not In Group” users shown above is all students. They are members of the Student group, but not the teacher group.

If a user needs to be moved from the “Not In Group” column to the “In Group” column, highlight the user and press the arrow at the bottom of the screen.

Groups | Teacher | Create New »

Details | Group Membership | Contains All Users ▾

Membership >> User Filter: Filter Show All Users

Not In Group	In Group
10002 (Cari Robanske)	1330003216 (Testy Testour)
10003 (Lanaya Fairhurst)	F1003 (Denae Candelas)
10004 (Darianna Lauritsen)	F1005 (Buder Troyner)
10007 (Lesdrick Reichart)	F1007 (Felisa Guadalupe)
10008 (Liberdy Lino)	F1009 (Te-Ana Delgado)
10009 (Raymayne Arndt)	F101 (Nonnie Remington)
10010 (Cesar Raff)	F1017 (Janeill Cremeens)
10011 (Darnea Elsenrath)	F1019 (Tashae Dent)
10012 (Bobbi Beardshall)	F1026 (Rhianna Jukes)
10013 (Kamber Gahn)	F1027 (Maicy Gramillo)
10014 (Youngmee Rufine)	F1028 (Celestial Melgoza)
10015 (Elyce Osborn)	F103 (Macey Moormann)
10016 (Jacie Owell)	F1030 (Meerlay Pecht)
10017 (Lizbet Parsons)	F1032 (Ivy Jane Ahlstram)
10018 (Ricks Schear)	F1033 (Mikaila Belnap)
10019 (Cardon Lindauer)	F1036 (Arrianne Drawn)
10020 (Wendi Tobin)	F1037 (Marika Marticorena)
10022 (Makail Vergara)	F104 (Elric Allred)
10023 (Kent Hazel)	F1042 (Kashlee Schmanski)
10024 (Maryellen Carabin)	F1044 (Terynn Michelson)
10025 (Riann Terranova)	F1068 (Jennsen Maas)
10026 (Danae Reiss)	F1069 (Geovanni Miltner)
10027 (Kiana McCune)	F1070 (Candse Mauer)
10028 (Meshel Cracraft)	F1072 (Cardon Valerio)
10029 (Jamesina Caka)	F108 (Bradee Poorman)
10031 (Carmela Hala)	F1088 (Socia Dimara)

« Reset Save »

## Setting up Gradebook

When a teacher logs on, she will see the start page that was set up in Control Master. In our example, the start page is set to Gradebook.

SIS Applications
Reports Help
Tennison McCarron Logout  
Fri, 02/04/11 24:35

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## Gradebook

**Class**

Define Class in Gradebook

**Academic**

Score Entry

Student Scores

Define Tasks

Copy Tasks

Change Subject Assignment

Define Subject Template

**Citizenship**

Citizenship by Item

Citizenship Log

Define Citizenship Items

Define Citizenship

**Reports**

- Class Birthday List
- Class List
- Class Missing Scores
- Class Roster
- Class Summary
- Class Task Summary
- Class Worksheet
- CTE Online Test Extract
- Elementary Student Progress
- Secondary Student Progress
- Student Citizenship Log
- Student Missing Scores
- Student Profile
- Teacher Citizenship Summary
- Teacher Subject Summary

## Defining the Subject Template

First, the teacher will choose **Define Subject Template**. This template is useful if the teacher has several classes that are the same. The template is created once, and then copied into each class where appropriate.

SIS Applications
Gradebook Reports Help
Tennison McCarron Logout  
Fri, 02/04/11 29:57

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**Subject Template:** \* New Subject Template Definition Delete Subject Template

**Subject Title:**   
**Sort Order:**

**Category Weighting:** ☐

**Share this Template:** ☐

**Categories:**

Delete	Sort Order	Category Title	Drop Lowest	# to Drop	# before Drop
<input type="checkbox"/>	<input type="text"/>	<input style="width: 150px;" type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input style="width: 150px;" type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input style="width: 150px;" type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input style="width: 150px;" type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

**Mark Set:**

**Comments:**

Save Reset

## Enter a **Subject Title**.

SIS Applications Gradebook Reports Help

Tennison McCarron Logout  
Fri, 02/04/11 29:52

Subject Template: \* New Subject Template Definition Delete Subject Template

Subject Title: Fitness For Life

Sort Order: 0 Category Weighting: Share this Template:

Categories:

Delete	Sort Order	Category Title	Drop Lowest	# to Drop	# before Drop
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Mark Set:  
Mark Set: << Select a Markset >>

Comments:

Save Reset

## Enter **Categories**. For example, homework, quizzes, tests.

SIS Applications Gradebook Reports Help

Tennison McCarron Logout  
Fri, 02/04/11 28:01

Subject Template: \* New Subject Template Definition Delete Subject Template

Subject Title: Fitness For Life

Sort Order: 0 Category Weighting: Share this Template:

Categories:

Delete	Sort Order	Category Title	Drop Lowest	# to Drop	# before Drop
<input type="checkbox"/>	<input type="text"/>	<u>Homework</u>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<u>Quizzes</u>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<u>Tests</u>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Mark Set:  
Mark Set: << Select a Markset >>

Comments:

Save Reset

If the teacher would like the grades to be weighted, she would checkmark “Category Weighting” and enter the weight (percent) for each category.

[SIS Applications](#)
[Gradebook](#)
[Reports](#)
[Help](#)
Tennison McCarron [Logout](#)  
Fri, 02/04/11 24:57

**Subject Template:** \* New Subject Template Definition ▼ [Delete Subject Template](#)

**Subject Title:** 
**Sort Order:** 

**Category Weighting:** ☒

**Share this Template:** ☐

**Categories:**

Delete	Sort Order	Category Title	Weight	Drop Lowest	# to Drop	# before Drop
<input type="checkbox"/>		Homework	25	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>		Quizzes	25	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>		Tests	50	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>				<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

**Mark Set:**  
**Mark Set:** << Select a Markset >> ▼

**Comments:**

[Save](#) [Reset](#)

Choose the **Markset** for the template. This markset needs to match the markset assigned to the course within FoxPro.

To see the Markset assigned to the course in FoxPro, open FoxPro and go to Scheduling > Mass Scheduling > Course Selection. Look up the course to see the Markset to which it is assigned.

SIS 2000+ - Course Selection Editor - Sani-Stansbury High School [2009 / 2010]

File Reports Date: 02/04/2011

Track A (A 720 09/10)

Code	Available Courses	Code	Selected Courses	Credit	SecSize	# Sec	TASize	Mark Set	Lo Grd	Hi Grd
00111	Art First Grade	6356	Political Sci 1100	1.0000	25	2	0	Letter I	10	12
00112	Music First Grade	6362	Civics/Govt.	.5000	35	4	4	Letter I	12	12
00130	Science First Grade	6364	Honors Civics/Govt.	.5000	28	1	1	Letter I	12	12
00140	Lang. Arts First Grade	6366	CIVICS/GOVERNMENT	.5000	30	1	0	Letter I	11	12
00141	Reading First Grade	6367	AP Psychology	1.0000	15	1	1	Letter I	11	12
00142	Spelling First Grade	6381	Civ. Humanities 1320	1.0000	30	1	1	Letter I	10	12
00143	Handwriting First Grade	7150	Health Education II	.5000	35	12	12	Letter I	10	12
00144	Reading Homework First Grade	7700	Participation Skills	.5000	35	5	0	Letter I	9	9
00150	Math First Grade	7702	Participation Skills	.5000	35	6	0	Letter I	9	9
00151	Math Homework First Grade	7703	Participation Skills	.5000	35	4	1	Letter I	10	12
00160	Social Studies First Grade	7704	Participation Skills	.5000	35	3	1	Letter I	10	12
00170	PE/Health First Grade	7710	Fitness for Life	.5000	35	5	0	Letter I	9	9
00211	Art Second Grade	7711	Fit for Life	.5000	35	3	1	Letter I	10	12
00212	Music Second Grade	7712	Fitness for Life	.5000	35	5	0	Letter Marks with +/-	9	9
00230	Science Second Grade	7713	Fit for Life	.5000	35	2	1	Citizenship	2	2
00240	Lang. Arts Second Grade	7720	Ind Act/Lifetime Act	.5000	35	2	0	Grades 3-6	2	2
00241	Reading Second Grade	7730	Adv. Lifetime Act.	.5000	35	1	0	Grades K-2	2	2
00242	Spelling Second Grade	7734	Ind/Act Swimming	1.0000	35	1	0	Pass/Fail	2	2
00243	Handwriting Second Grade	7739	Ind/Act Swimming	.5000	35	2	0	Unknown (LO)	2	2
								Unknown (PL)		

Copy Track Courses Save Quit

Back in SIS on the web, the teacher will select the same Markset which has been assigned to the course in FoxPro. When you choose the Markset from the drop-down, all the grades tied to that markset will be selected by default.

SIS Applications Gradebook Reports Help

Tennison McCarron Logout Fri, 02/04/11 23:37

Subject Template: \* New Subject Template Definition Delete Subject Template

Subject Title: Fitness For Life

Sort Order: 0 Category Weighting: Share this Template:

Categories:

Delete	Sort Order	Category Title	Weight	Drop Lowest	# to Drop	# before Drop
<input type="checkbox"/>		Homework	25	<input type="checkbox"/>		
<input type="checkbox"/>		Quizzes	25	<input type="checkbox"/>		
<input type="checkbox"/>		Tests	50	<input type="checkbox"/>		

Mark Set: Letter Marks with +/-

Use: ☒ A ☒ A- ☒ B+ ☒ B ☒ B- ☒ C+ ☒ C ☒ C- ☒ D+ ☒ D ☒ D- ☒ P ☒ F ☒ I ☒ NG

Min. Percent: 98.0 95.0 90.0 87.0 85.0 80.0 78.0 75.0 70.0 68.0 65.0 1.00 0.00 0.00 0.00

Comments:

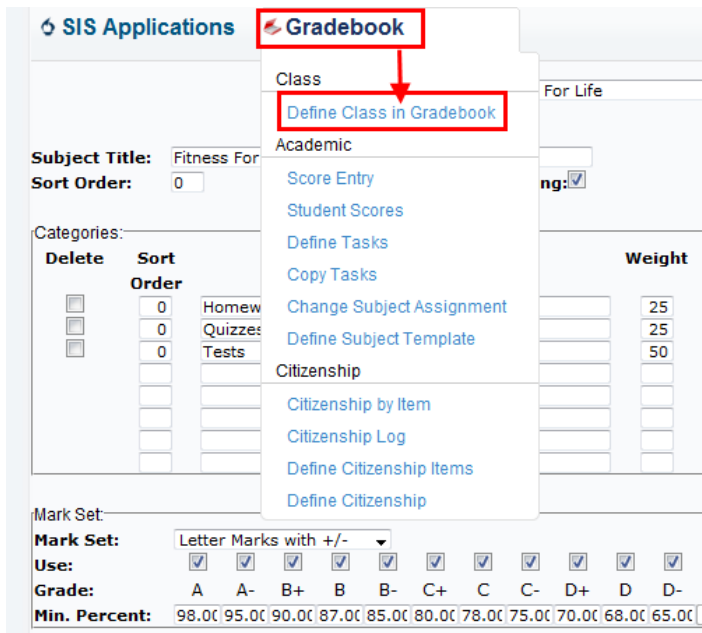
Save Reset

Uncheck the letter grades you don't want to use. Press **Save**.



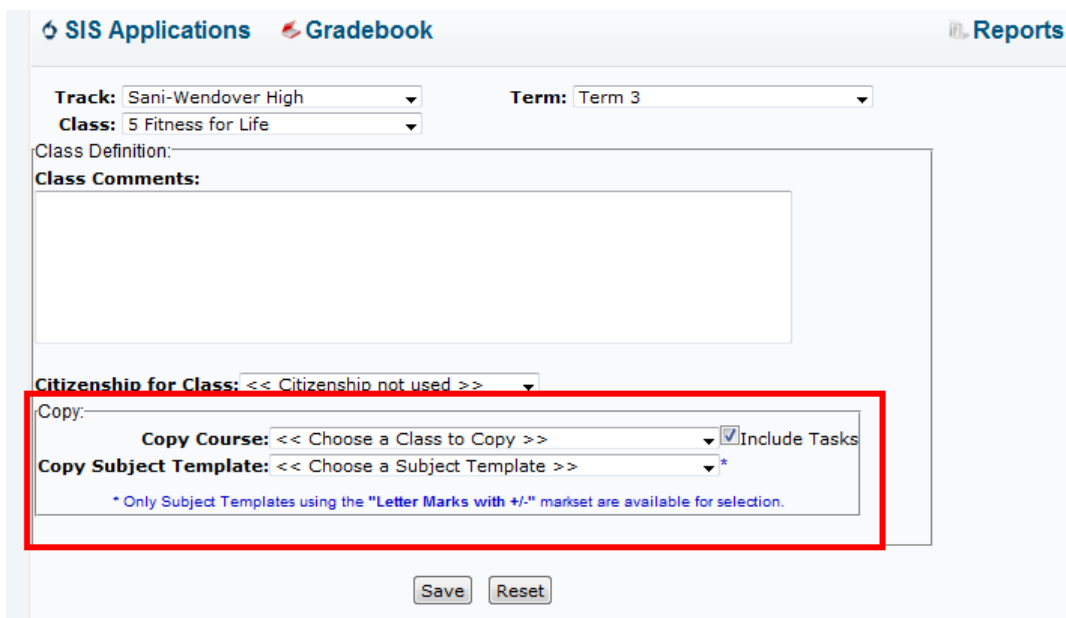
## Defining Class

The next step in setting up the gradebook is to **Define Class in Gradebook**. Hover your mouse over the word “Gradebook” to see the gradebook options. Click on “Define Class in Gradebook” as shown below.



The screenshot shows the 'SIS Applications' menu with 'Gradebook' selected. The dropdown menu for 'Gradebook' is open, listing various options. 'Define Class in Gradebook' is the first option in the list. Other options include 'Class', 'Academic', 'Score Entry', 'Student Scores', 'Define Tasks', 'Copy Tasks', 'Change Subject Assignment', 'Define Subject Template', 'Citizenship', 'Citizenship by Item', 'Citizenship Log', 'Define Citizenship Items', and 'Define Citizenship'.

The Define Class screen:



The screenshot shows the 'Define Class' screen. At the top, there are dropdown menus for 'Track' (Sani-Wendover High), 'Class' (5 Fitness for Life), and 'Term' (Term 3). Below these is a 'Class Definition' section with a 'Class Comments' text area. Further down is a 'Citizenship for Class' dropdown menu. The 'Copy' section is highlighted with a red box, showing two options: 'Copy Course' and 'Copy Subject Template'. Both options have a dropdown menu to select a class or template. There is a checkbox for 'Include Tasks' and a note stating: '\* Only Subject Templates using the "Letter Marks with +/-" markset are available for selection.' At the bottom, there are 'Save' and 'Reset' buttons.

There are two options for copying: Copy Course and Copy Subject Template.

If you copy course, you will copy due dates as well as tasks, which are assignments, quizzes, etc. Typically you'll choose "Copy Subject Template".

**SIS Applications** **Gradebook**

**Track:** Sani-Wendover High **Term:** Term 3  
**Class:** 5 Fitness for Life

Class Definition:  
**Class Comments:**

**Citizenship for Class:** << Citizenship not used >>

Copy:  
**Copy Course:** << Choose a Class to Copy >> ☒ Include Tasks  
**Copy Subject Template:** Fitness For Life \*

\* Only Subject Templates using the "Letter Marks with +/-" markset are available for selection.

**Save** **Reset**

Press **Save**. The screen will display as shown below.

**SIS Applications** **Gradebook** **Reports** **Help** **Tennison McCarron** **Logout**  
**Fri, 02/04/11** **29:54**

**Track:** Sani-Wendover High **Term:** Term 3  
**Class:** 5 Fitness for Life

Class Definition:  
**Class Comments:**

**Citizenship for Class:** << Citizenship not used >>

Subject Definition:  
**Subject Title:** Fitness For Life **Delete Subject**  
**Sort Order:** 0 **Category Weighting:** ☒

Subject Categories:

Delete	Sort Order	Category Title	Weight	Drop Lowest	# to Drop	# before Drop
<input type="checkbox"/>	0	Homework	25	<input type="checkbox"/>		
<input type="checkbox"/>	0	Quizzes	25	<input type="checkbox"/>		
<input type="checkbox"/>	0	Tests	50	<input type="checkbox"/>		
<input type="checkbox"/>				<input type="checkbox"/>		
<input type="checkbox"/>				<input type="checkbox"/>		
<input type="checkbox"/>				<input type="checkbox"/>		
<input type="checkbox"/>				<input type="checkbox"/>		
<input type="checkbox"/>				<input type="checkbox"/>		

Subject Markset:

**Mark Set:** Letter Marks with +/-  
**Use:** ☒ ☒ ☒ ☒ ☒ ☒ ☒ ☒ ☒ ☒ ☒ ☐ ☒ ☐ ☐  
**Grade:** A A- B+ B B- C+ C C- D+ D D- P F I NG  
**Min. Percent:** 98.00 95.00 90.00 87.00 85.00 80.00 78.00 75.00 70.00 68.00 65.00 1.00 0.00 0.00 0.00

**Save** **Reset**

## Creating Tasks

Lastly, the teacher can create tasks. The teacher does not need to create all the tasks for the school year at once, but can come back later and add to the tasks.

To create tasks, hover the mouse over Gradebook and click on **Define Tasks**.

Use the drop-down to select the category for the first task, enter a due date, title, and points possible.

Enter as many tasks as desired and press **Save**.

## Score Entry

To see how it all comes together, go to **Score Entry**. Hover your mouse over Gradebook and click Score Entry.

SIS Applications Gradebook Reports Help

Tennison McCarron Logout Fri, 02/04/11 29:49

Track: Sani-Wendover High Term: Term 3  
 Class: 5 Fitness for Life Email Class Subject: Fitness For Life Legend

Homework Quizzes Tests All Grades CRT Scores »

Sort Task By: Due Date

	Chapter 1	Chapter 2	Chapter 3	Quiz	Task Title
	02/04	02/11	02/18	02/19	Date Due
	10	10	10	20	Points Poss.
Beniard, Suvara (Ali)					
Bosen, Alaska					
Bowcut, Jade Star					
Branin, Shonlell					
Broersma, Mercedes					
Chase, Houston					
Cragun, Shayley					
Dias, Kalen					
Domion, Reva					
Fillfred, Treasure					
Garnet, Elric					
Glade, Mckall					
Hap, Jovhany					
Justin, Janet (Yun-Jie)					
Knaggs, Urina					
Luria, Myrna Dell					
Mageno, Lillian					
McBain, Cambrie					
McBrayer, Lapriest					
McBroom, Leizel					
Ramsten, Teralin					
Sinzun, Jordynn					
Steph, Shaddai					
Vert, Lanay					
Woodhouse, Trienna					

Save Reset

Notice the tabs across the top where you can choose the category type, as well as view the CRT scores for the students in this class.